

Prosthetics & Orthotics Scientific Meeting 2022 (Virtual Meeting*)

Abstract Submission Form**

*Please refer to the NOTES ON SUBMISSION OF ABSTRACTS- 14.Mode of Presentation

**Please complete and return this form together with your abstract on or before 30th Jun 2022 (Thu).

Details of Presenting Author

Title: Prof. Dr. Mr. Mrs. Ms.

Last Name: _____ First Name: _____

Position: _____ Department: _____

Organization / Institution: _____

Correspondence Address: _____

Tel: _____ Fax: _____ E-mail: _____

Proposed Topics

Please tick the following topics category:

Prosthetics

Rehabilitation

Orthotics

Others: (please specify)

Title:

Signature: _____ Date: _____

Please email your abstract (in *.doc format) to mky843@ha.org.hk .

For enquiry on submission of abstract, please call **Ms. Kathy MAK** at **2990 1707**.

Deadline of Abstract Submission: 30th Jun 2022 (Thu)

Prosthetics & Orthotics Scientific Meeting 2022 (Webinar)

NOTES ON SUBMISSION OF ABSTRACTS

1. **ENGLISH** is the only accepted language for abstract submission.
2. **Title:** Title should be brief and clearly indicates the nature of the investigation. The abstract title must be in initial **CAPITAL LETTERS**, not exceeding 200 characters, including spaces.
3. **Name(s):** List the authors and **underline the presenting author**. **TYPE THE SURNAME IN FULL, FOLLOWED BY THE GIVEN NAME IN INITIAL**, e.g. Smith JR, Chan TM. DO NOT include degrees or professional titles. The name(s) of the institution(s) where the work was carried out should follow the list of authors and correspondingly indexed with superscript.
4. **Institution:** Type the name of the institution, the city and country. Omit address and other numbers.
5. **Content:** Each abstract must contain sufficient details for evaluation. Make the abstract as informative as possible. Clearly indicate the aims and conclusions supported by data. Results stated in the abstracts must be complete (though concise) and final. Organize the body of the abstract as follows:

INTRODUCTION - state the problem and purpose of the study

METHODS - describe what was actually done

RESULTS - summarize findings of the study

DISCUSSION AND CONCLUSION - base upon what were found and relate to the stated purpose and existing knowledge

Do not identify author(s) or institution(s) in text.

6. **Length:** Content (excluding title, names and institution) of the abstract should **not exceed 300 words**.
7. **Format:** Abstracts must be typed in black ink using single line spacing with 12-point Times New Roman font.
8. Standard abbreviation can be used. Special or unusual abbreviation should be in parentheses after the term when it appears for the first time.
9. Simple tables or graphs (in grey scale) may also be included.
10. Please send the abstract(s) by e-mail to the Organizing Committee at:
mky843@ha.org.hk
11. Fax copies of abstracts will **NOT** be accepted.

12. **Acknowledgement of Receipt:** Upon submission, authors will receive a confirmation by email within seven days. If that is not the case, please contact the Organizing Committee.
13. **Review and Selection:** Abstracts will be double-blind and peer reviewed by a panel of eminent experts. Selection will be based upon relevance to theme, originality and interest, clinical and research content, and state of completeness.
14. **Mode of Presentation: The Organizing Committee reserves the right to select and assign the abstracts for pre- recorded video presentation (showing face via webcam and display slides during presentation); online Q&A session (with camera ON). It depends on number of quality papers. Mode of presentation is part of the grading criteria.**
15. **Acceptance:** An email acceptance notification will be sent to presenting authors along with the **details of the presentation format** closer to the meeting.
16. **Specification of Oral Presentation:** Please refer to the specification of Prosthetics and Orthotics International (POI.sagepub.com).
17. **Publication:** By submitting an abstract, the authors give the right to the Organizing Committee to publish the abstract, the full paper version of the abstract and the related presentation.
18. **Registration:** Presenting authors must have full registration in order to have the privilege to present in the scientific meeting. The participant with accepted paper submission will be free of registration fee.
19. Abstract may be rejected if it is illegible or not conforming with the standard format. The Organizing Committee reserves the right for the final editing of the abstracts.

For further assistance on abstract submission, please contact **Ms. Kathy MAK** at **2990 1707**.